

Wisconsin Medicaid
HealthCheck Screener/
Outreach Case Management
Certification Packet

Wisconsin
Department of
Health and Family Services



Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

Dear Medicaid Provider Applicant:

Thank you for applying for certification with the Wisconsin Medicaid program. Once you are a Medicaid provider, you will play a significant part in improving the health of low-income people in your community.

Enclosed are the certification materials you requested. Please review these materials carefully. These materials must be completed and processed before you may become a certified provider for the Wisconsin Medicaid program and begin receiving payments.

Upon certification as a Wisconsin Medicaid provider, you will receive the All Provider Handbook containing general instructions for all providers. In addition, you will also receive publications relating to the specific services you will be providing. These publications will identify the services covered by the Medicaid program and will describe Medicaid billing procedures. After reading those materials, if you have additional questions, we encourage you to use provider services. These services include both telephone and on-site assistance. If you are interested in using these services, please contact the Provider Services Unit addresses and telephone numbers listed in the All Provider Handbook.

We realize that all providers appreciate prompt payments, so we encourage providers with computers to submit claims electronically. This method reduces clerical errors and decreases turn around time. If you are interested in electronic submission of claims and would like more information, including the free software, please contact (608) 221-4746, or indicate your interest in electronic billing by completing the form in your certification materials.

Thank you, again, for your interest in becoming a certified Wisconsin Medicaid provider and for the important services that you will provide to Medicaid recipients. If you have any questions about enclosed materials, please contact the Wisconsin Medicaid Correspondence Unit at (608) 221-9883 or toll-free at 1-800-947-9627.

Sincerely,

A handwritten signature in cursive script that reads 'Mark B. Moody'.

Mark B. Moody
Administrator

MBM:mhy
MA11065/PERM

Enclosure

Wisconsin Medicaid Checklist for Certification

The items listed below are included in your certification application. Please use this form to check that you received the materials and verify which materials you returned. Please copy all documents for your records before sending them to the fiscal agent. Keep this checklist for your records. Mail your completed application to:

Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

The required items must be completed and returned to Wisconsin Medicaid:

	Item	Required	Optional	Date Sent
1.	Provider Application	X		
2.	Provider Agreement (2 copies)	X		
3.	HealthCheck Screener Affirmation (HealthCheck Screener)	X		
4.	HealthCheck Outreach Case Management Plan (Case Managers)	X		

These items are included for your information. Do not return them:

	Item
1.	General Information
2.	Certification Requirements
3.	Terms of Reimbursement
4.	Electronic Billing Information

Wisconsin Medicaid Program General Certification Information

Enclosed is the certification application you requested to be a Wisconsin Medicaid provider. Your certification for Wisconsin Medicaid can be approved when you send a **correctly completed application** to the address below and meet all certification requirements for your provider type. **Wisconsin Medicaid cannot reimburse any services you provide prior to your approved certification effective date.** Please carefully read the attached materials.

Where to Reach Us

If you have questions about the certification process, please call the Wisconsin Medicaid Correspondence Unit for Policy/Billing Information at (608) 221-9883 or toll-free at 1-800-947-9627.

Copy all application documents for your records. Send your completed certification materials to:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

Certification Effective Date

Wisconsin Medicaid regulations are followed when assigning your initial effective date as described here:

1. The date you notify Wisconsin Medicaid of your intent to provide services is the earliest effective date possible and will be your initial effective date **if**:
 - You meet all applicable licensure, certification, authorization, or other credential requirements as a prerequisite for Medicaid on the date of notification. Do not hold your application for pending licensure, Medicare, or other required certification. Wisconsin Medicaid will keep your original application on file. Send Wisconsin Medicaid proof of eligibility documents immediately once available for continued processing.
 - Wisconsin Medicaid receives your **properly completed certification** application within 30 days of the date the application was mailed to you.
2. If Wisconsin Medicaid receives your application more than 30 days after it was mailed to you, your initial effective date will be the date Wisconsin Medicaid receives your correctly completed application.
3. If Wisconsin Medicaid receives your incomplete or unclear application within the 30-day deadline, you will be granted one 30-day extension. Wisconsin Medicaid must receive your response to Wisconsin Medicaid's request for additional information within 30 days from the date on the letter requesting the missing information or item(s). This extension may allow you additional time to obtain proof of eligibility (such as license verifications, transcripts, other certification, etc.)

4. If you don't send complete information within the original 30-day deadline or 30-day extension, your initial effective date will be based on the date Wisconsin Medicaid receives your complete and accurate application materials.

Notification of Certification Decision

Within 60 days after Wisconsin Medicaid receives your completed application, you will be notified of the status of your certification. If Wisconsin Medicaid needs to verify your licensure or credentials, it may take longer. You will be notified as soon as Wisconsin Medicaid completes the verification process.

If you are certified to provide Medicaid services, you will receive written notice of your approval, including your Wisconsin Medicaid provider number and certification effective date.

Notification of Changes

Your certification in Wisconsin Medicaid is maintained only if your certification information on file at Wisconsin Medicaid is current. You must inform Wisconsin Medicaid in advance of any changes such as licensure, certification, group affiliation, corporate name, ownership, and physical or payee address. **Send your written notice to Wisconsin Medicaid Provider Maintenance.** This notice must state when these changes take effect. Include your provider number(s) and signature. Do not write your notice or change on claims or prior authorization requests.

Failure to notify Wisconsin Medicaid of these types of changes may result in:

- Incorrect reimbursement.
- Misdirected payment.
- Claim denial.
- Suspension of payments in the event provider mail is returned to Wisconsin Medicaid for lack of current address.

Provider Agreement Form

Your agreement to provide Medicaid services must be signed by you and the Wisconsin Department of Health and Family Services. This agreement states that both parties agree to abide by Wisconsin Medicaid's rules and regulations.

The agreement is valid for a maximum of one year. All Provider Agreements expire annually on March 31. The Department of Health and Family Services may renew or extend the Provider Agreement at that time.

You cannot transfer, assign, or change the Provider Agreement.

The application includes two copies of the Provider Agreement. Complete, sign, and return both copies. Type or clearly print your name as the applicant's name both on the line on page 1 and on the appropriate line on the last page of the agreement. You must use the same provider name on the application forms and Provider Agreement. When the certification process is complete, you will receive one copy of your processed and signed Provider Agreement. The other copy will be kept in your Wisconsin Medicaid file.

Terms of Reimbursement (TOR)

The TOR explains current reimbursement methodologies applicable to your particular provider type. It is referenced by, and incorporated within, the provider agreement. Keep the TOR for your files.

Certification Requirements

The Wisconsin Administrative Code contains requirements that providers must meet in order to be certified for Wisconsin Medicaid. The code and any special certification materials applicable to your provider type are included as certification requirements.

Publications

Along with your notice, Wisconsin Medicaid will send one copy of all applicable provider publications. The publications include program policies, procedures, and resources you can contact if you have questions.

Many clinics and groups have requested to receive only a few copies of each publication, rather than a personal copy for each Medicaid-certified individual provider in the clinic or group. If you are an individual provider who is a member of a Medicaid-certified clinic or group, you may reassign your copy to your clinic or group office. Please decide if you wish to receive your personal copy of Medicaid publications or if it is sufficient for your Medicaid-certified clinic or group office to receive copies.

If you do not wish to receive personal copies of Medicaid publications, please complete the attached “Deletion from Publications Mailing List Form.” If you wish to have your copy of publications reassigned to your clinic or group, also complete the “Additional Publications Request Form.”



Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

HEALTHCHECK SCREENER AND CASE MANAGEMENT PROVIDER (FORMERLY KNOWN AS EPSDT) TERMS OF REIMBURSEMENT

The Department will establish maximum allowable fees for all covered HealthCheck screening and case management services provided to Wisconsin Medicaid program recipients eligible on the date of service. The maximum allowable fees shall be based on various factors, including a review of usual and customary charges submitted to the Medicaid, the Wisconsin State Legislature's Medicaid budgetary constraints, and other relevant economic limitations. Maximum allowable fees may be adjusted to reflect reimbursement limits or limits on the availability of federal funding as specified in federal law.

Providers are required to bill their usual and customary charges for services provided. The usual and customary charge is the amount charged by the provider for the same service when provided to non-Medicaid patients. For providers using a sliding fee scale for specific services, the usual and customary charge is the median of the individual provider's charge for the service when provided to non-Medicaid patients.

For each covered HealthCheck service or procedure, the Department shall pay the lesser of a provider's usual and customary charge or the maximum allowable fee established by the Department. Medicaid reimbursement, less appropriate copayments and payments by other insurers, will be considered to be payment in full.

The Department will adjust payments made to providers to reflect the amounts of any allowable copayments which the providers are required to collect pursuant to Chapter 49, Wisconsin Statutes.

Payments for deductible and coinsurance payable on an assigned Medicare claim shall be made in accordance with Section 49.46(2)(c), Wisconsin Statutes.

In accordance with Federal regulations contained in 42 CFR 447.205, the Department will provide public notice in advance of the effective date of any significant proposed change in its methods and standards for setting maximum allowable fees for services.

Applicable Provider Type(s): 19, 20, 21
22, 45, 66

Effective Date: April 1, 1991
Renewed: March 2001

PC08161/TOR

**WISCONSIN MEDICAID
PROVIDER APPLICATION
INFORMATION AND INSTRUCTIONS**

Wisconsin Medicaid requires information to enable Medicaid to certify providers and to authorize and pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to Medicaid administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for the services.

The use of this form is voluntary. However, in order to be certified, you must complete this form and submit it to the address indicated.

INSTRUCTIONS: Type or print your information on this application. Complete all sections. If a question does not apply to your application, write "N/A" in the field. Failure to complete all sections of this application will cause delay and may cause denial of certification.

IMPORTANT NOTICE: In receiving this application from and granting Medicaid certification to the individual or other entity named below as "Provider Applicant," Wisconsin Medicaid relies on the truth of all the following statements:

1. Provider Applicant submitted this application or authorized or otherwise caused it to be submitted.
2. All information entered on this application is accurate and complete, and that if any of that information changes after this application is submitted Provider Applicant will timely notify Wisconsin Medicaid of any such change.
3. By submitting this application or causing or authorizing it to be submitted, Provider Applicant agrees to abide by all statutes, rules, and policies governing Wisconsin Medicaid.
4. Provider Applicant knows and understands the certification requirements included in the application materials for the applicable provider types.

If any of the foregoing statements are not true, Wisconsin Medicaid may terminate Provider Applicant's certification or take other action authorized under ch. HFS106, Wis. Admin. Code, or other legal authority governing Wisconsin Medicaid.

DISTRIBUTION — Submit completed form to:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Road
Madison WI 53784-0006

If you have any questions, call Provider Services at (800) 947-9627.

FOR OFFICE USE ONLY

ECN	Date Requested	Date Mailed
Provider Number	Effective Date	
Provider Type	Provider Specialty	

WISCONSIN MEDICAID PROVIDER APPLICATION

INSTRUCTIONS: Type or print clearly. Before completing this application, read Information and Instructions.

This application is for:

- ☐ Individual.
☐ Group/Clinic.
☐ Change of Ownership, effective ____/____/____.

SECTION I — PROVIDER NAME AND PHYSICAL ADDRESS

Special Instructions

Name — Provider Applicant — Enter only one name. All applicants (e.g., individuals, groups, agencies, companies) must enter their name on this line. If your agency uses a "doing business as" (DBA), then enter your DBA name. The name entered on this line must exactly match the provider name used on all other documents for Wisconsin Medicaid.

Name — Group or Contact Person — Individual applicants employed by a group or agency should indicate their employer on this line. Applicants who are not employed by a group or agency may use this line as an additional name line or attention line to ensure proper mail delivery.

Address — Physical Work — Indicate address where services are primarily provided. Wisconsin Medicaid will send general information and correspondence to this address. Official correspondence will be sent certified. Failure to sign for official correspondence could result in decertification. It is not acceptable to use a drop box or post office box alone. Do not use a Medicaid recipient's residence or a billing service address.

Date of Birth — Individual / Social Security Number — Required for individual applicants only. Enter date as MM/DD/YYYY.

Name — Medicaid Contact Person, Telephone Numbers, and Fax Number — List the name, telephone number, and fax number of a person within your organization who can be contacted about Medicaid questions. Also list a telephone number clients can use to reach you. This telephone number must be kept current with Wisconsin Medicaid.

Medicare Part A Number and Medicare Part B Number — Required for Medicare-certified providers. Please use Medicare numbers appropriate for the same type of services as this application.

Name — Provider Applicant (Agency Name or Last, First Name, Middle Initial)

Name — Group or Contact Person

Address — Physical Work

City	State	Zip Code	County
Date of Birth — Individual	SSN	Name — Medicaid Contact Person	
Telephone Number — Medicaid Contact Person	Telephone Number — For Client Use		Fax Number

Current and/or Previous State Medicaid Provider Number

☐ Wisconsin ☐ Other

Medicare Part A Number	Effective Date
Medicare Part B Number	Effective Date

dhfs.wisconsin.gov/medicaid

SECTION II — ADDITIONAL INFORMATION

Special Instructions

Respond to all applicable items:

- **All applicants must complete question 1. Providers with a physical address in Minnesota, Michigan, Iowa, or Illinois** must attach a copy of their current license.
- **Physicians** must answer **question 2**.
- **Applicants who will bill for laboratory tests** must answer **question 3**. Attach a copy of their current Clinical Laboratory Improvement Amendment (CLIA) certificate.
- **All applicants certified to prescribe drugs** must answer **question 4**.
- **Individuals affiliated with a Medicaid-certified group** must answer **question 5**.

1. Individual or Agency License, Certification, or Regulation Number(s)

2. Unique Physician Identification Number (UPIN)

3. CLIA Number

4. Drug Enforcement Administration (DEA) Number

5. Medicaid Clinic/Group Number

SECTION III — PROVIDER PAYEE NAME AND PAYEE ADDRESS

Special Instructions

Name — Payee — Enter the name to whom checks are payable. Individuals reporting income to the Internal Revenue Service (IRS) under a SSN must enter the individual name recorded with the IRS for the SSN. Applicants reporting income to the IRS under an employer identification number (EIN) must enter the name exactly as it is recorded with the IRS for the EIN.

TIN — Enter the Taxpayer Identification Number (TIN) that should be used to report income to the IRS. Check whether the TIN is an EIN or SSN. The number entered must be the TIN of the payee name entered. The payee name and TIN must exactly match what is on record with the IRS.

TIN Effective Date — This is the date the TIN became effective for the provider.

Name — Group or Contact Person (Optional) — Enter an additional name (e.g., business, group, agency) that should be printed on checks and Remittance and Status (R/S) Reports (payment/denial report) to ensure proper delivery.

Address — Payee — Indicate where checks and R/S Reports should be mailed. A post office box alone may be used for this address.

Name — Payee

TIN	TIN Effective Date	<input type="checkbox"/> EIN or <input type="checkbox"/> SSN
-----	--------------------	---

Name — Group or Contact Person

Address — Payee

City	County	State	Zip Code
------	--------	-------	----------

SECTION IV — TYPE OF CERTIFICATION

Check the provider type for this application from the list below. A separate application is required (in most cases) for each provider type for which you wish to be certified. An individual may choose only one provider type per application.

- | | |
|---|--|
| <input type="checkbox"/> Ambulance. | <input type="checkbox"/> Nurse Services (Independent Home Care): |
| <input type="checkbox"/> Ambulatory Surgery Center. | <input type="checkbox"/> Respiratory Care Services. |
| <input type="checkbox"/> Anesthesiology Assistant*. | <input type="checkbox"/> Private Duty. |
| <input type="checkbox"/> Anesthetist CRNA. | <input type="checkbox"/> Midwife. |
| <input type="checkbox"/> Audiologist. | <input type="checkbox"/> Occupational Therapy (OT). |
| <input type="checkbox"/> Audiologist/Hearing Instrument Specialist. | <input type="checkbox"/> OT Assistant*. |
| <input type="checkbox"/> Case Management. | <input type="checkbox"/> Optician. |
| <input type="checkbox"/> Chiropractor. | <input type="checkbox"/> Optometrist. |
| <input type="checkbox"/> Community Care Organization. | <input type="checkbox"/> Osteopath (See below). |
| <input type="checkbox"/> Dentist, Specialty _____. | <input type="checkbox"/> Osteopath Group/Clinic (See below). |
| <input type="checkbox"/> End Stage Renal Disease. | <input type="checkbox"/> Personal Care Agency. |
| <input type="checkbox"/> Family Planning Clinic. | <input type="checkbox"/> Pharmacy. |
| <input type="checkbox"/> HealthCheck Screener. | <input type="checkbox"/> Physical Therapy (PT). |
| <input type="checkbox"/> HealthCheck "Other" Services: | <input type="checkbox"/> PT Assistant*. |
| <input type="checkbox"/> Other Eligible Services. | <input type="checkbox"/> Physician (See below). |
| <input type="checkbox"/> Hearing Instrument Specialist. | <input type="checkbox"/> Physician Assistant*. |
| <input type="checkbox"/> Home Health Agency: | <input type="checkbox"/> Physician Group/Clinic (See below). |
| <input type="checkbox"/> With Personal Care. | <input type="checkbox"/> Podiatrist. |
| <input type="checkbox"/> With Respiratory Care. | <input type="checkbox"/> Portable X-ray. |
| <input type="checkbox"/> Hospice. | <input type="checkbox"/> Prenatal Care Coordination (PNCC). |
| <input type="checkbox"/> Independent Lab. | <input type="checkbox"/> Rehabilitation Agency. |
| <input type="checkbox"/> Individual Medical Supply: | <input type="checkbox"/> Respiratory Therapist. |
| <input type="checkbox"/> Orthodontist and/or: Prosthetist. | <input type="checkbox"/> Rural Health Clinic. |
| Other _____. | <input type="checkbox"/> School-Based Services. |
| <input type="checkbox"/> Medical Vendor/Durable Medical Equipment (DME). | <input type="checkbox"/> Specialized Medical Vehicle Transportation. |
| <input type="checkbox"/> Nurse Practitioner: | <input type="checkbox"/> Speech and Hearing Clinic. |
| <input type="checkbox"/> Certified Nurse Midwife (masters level or equivalent). | <input type="checkbox"/> Speech and Pathology: |
| | <input type="checkbox"/> Master's Level. |
| | <input type="checkbox"/> Bachelor's Level*. |
| | <input type="checkbox"/> Therapy Group (Two therapies, i.e., OT and PT). |
| | <input type="checkbox"/> Others (Describe): _____. |

*Individuals must be supervised and cannot independently bill Wisconsin Medicaid. In most cases, the clinic must submit claims.

Osteopaths or physicians, or a group/clinic of an osteopath or physician, must indicate the specialty below (select one specialty):

- | | | |
|--|---|---|
| <input type="checkbox"/> Allergy. | <input type="checkbox"/> Internal Medicine. | <input type="checkbox"/> Pediatric Allergy. |
| <input type="checkbox"/> Anesthesiology. | <input type="checkbox"/> Manipulative Therapy. | <input type="checkbox"/> Pediatric Cardiology. |
| <input type="checkbox"/> Cardiovascular Disease. | <input type="checkbox"/> Miscellaneous. | <input type="checkbox"/> Physical Medicine and Rehab. |
| <input type="checkbox"/> Clinic. | <input type="checkbox"/> Nephrology. | <input type="checkbox"/> Plastic Surgery. |
| <input type="checkbox"/> Dermatology. | <input type="checkbox"/> Neurological Surgery. | <input type="checkbox"/> Preventive Medicine. |
| <input type="checkbox"/> Ear, Nose, Throat | <input type="checkbox"/> Neurology. | <input type="checkbox"/> Proctology. |
| Otorhinolaryngology. | <input type="checkbox"/> Nuclear Medicine. | <input type="checkbox"/> Psychiatry (MDs attach a proof of |
| <input type="checkbox"/> Emergency Medicine. | <input type="checkbox"/> Obstetrics and Gynecology. | completed psychiatric residency). |
| <input type="checkbox"/> Family Practice. | <input type="checkbox"/> Oncology and Hematology. | <input type="checkbox"/> Pulmonary Disease. |
| <input type="checkbox"/> Gastroenterology. | <input type="checkbox"/> Ophthalmology. | <input type="checkbox"/> Radiation Therapy. |
| <input type="checkbox"/> General Practice. | <input type="checkbox"/> Optometry. | <input type="checkbox"/> Radiology. |
| <input type="checkbox"/> General Surgery. | <input type="checkbox"/> Orthopedic Surgery. | <input type="checkbox"/> Thoracic and Cardiovascular Surgery. |
| <input type="checkbox"/> Geriatrics. | <input type="checkbox"/> Pathology. | <input type="checkbox"/> Urgent Care. |
| | <input type="checkbox"/> Pediatrics. | <input type="checkbox"/> Urology. |
-

Required: If this application is for a group or clinic, complete the chart below by listing all individuals providing Medicaid services at the clinic.

[illegible]

SECTION VI — APPLICANT'S TYPES OF SERVICE PROVIDED AND TYPE OF BUSINESS

1. List the types of Medicaid services the applicant's agency will provide (such as dental, emergency transportation, home health, personal care, pharmacy, physician, psychiatric counseling, respiratory care services, etc.).

2. Applicant's type of business (check appropriate box):

- ☐ Individual.
- ☐ Sole Proprietor:
County and state where registered _____.
- ☐ Corporation for Nonprofit.
- ☐ Limited Liability.
- ☐ Corporation for Profit.
State of registration _____
- Names of corporate officers _____

- ☐ Partnership.
State of registration _____.
- Names of all partners and SSNs (use additional sheet if needed):
- | | |
|------------|-----------|
| Name _____ | SSN _____ |
| Name _____ | SSN _____ |

Governmental (check one):

- ☐ County.
- ☐ State.
- ☐ Municipality (city, town, village).
- ☐ Tribal.
- ☐ Other, specify _____.

Definitions for Sections VII-IX

Controlling interest — Controlling interest includes, but is not limited to, those enumerated; that is, all owners, creditors, controlling officers, administrators, mortgage holders, employees or stockholders with holdings of 10% or greater of outstanding stock, or holders of any other such position or relationship who may have a bearing on the operation or administration of a medical services-related business.

SECTION VII — TERMINATION / CONVICTION / SANCTION INFORMATION

Has the applicant, any employee of the applicant, any person in whom the applicant has a controlling interest, or any person having a controlling interest in the applicant been terminated from or convicted of a crime related to a federal or state program?

☐ **Yes** ☐ **No**

If yes, please explain:

SECTION VIII — CONTROLLING INTEREST IN OTHER HEALTH CARE PROVIDERS

Copy this page and complete as needed.

Does the applicant have a controlling interest in any vendors of special service categories such as, but not limited to, drugs/pharmacy, medical supplies/durable medical equipment, transportation, visiting nurse and/or home health agency, providers of any type of therapy?

- ☐ **Yes.** Identify each health care provider the applicant has a controlling interest or ownership in, supply the information, and describe the type and percentage of controlling interest or ownership (e.g., 5% owner, 50% partner, administrator).
☐ **No.** Go to Section IX.

Name

Medical Provider Number(s)

SSN/EIN

Address

City

State

Zip Code

County

Telephone Number — Business

Telephone Number — Home

Type and percentage of controlling interest or ownership

Are all of the services provided by the applicant and any special service vendors in which the applicant has a controlling interest billed under a single provider number?

- ☐ **Yes.** Enter the number: _____.
☐ **No.**

SECTION IX — CONTROLLING INTEREST OTHERS (INDIVIDUAL AND / OR ENTITY) HAVE IN THE APPLICANT

Copy this page and complete as needed.

Does any person and/or entity have a controlling interest in any of the Medicaid services the applicant provides? ☐ **Yes** ☐ **No**

If yes, list the names and addresses of all persons and/or entities with a controlling interest in the applicant.

Name — Individual or Entity

Address

City

State

Zip Code

County

Telephone Number — Business

Telephone Number — Home

Type and percentage of controlling interest or ownership

SSN or IRS Tax Number

Provider Number, if applicable



DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

OUTREACH AND CASE MANAGEMENT POLICIES

Only agencies which are certified under Wis. Adm. Code HFS 105.37 to provide HealthCheck screening services are qualified to provide Outreach and Case Management services in conjunction with their Department approved Case Management Plan and HealthCheck Outreach and Case Management Supplement to Part D.

The agency's Case Management plan shall describe the service area, basic local community resources and other health related services, Case Management and Outreach activities, and methods of documenting Case Management services to recipients identified and targeted as "in-need" of HealthCheck screening services,

Outreach is the prompt seeking out of all targeted, at-risk, Medicaid eligible recipients under age 21 years, and their families. Its purpose is to inform them about the benefits and availability of HealthCheck prevention services, how to obtain those services, and the availability of transportation and scheduling assistance.

Case Management services include proactive linking of non-users of health care with HealthCheck screening; comprehensive health and social service needs assessment; assistance with referrals to all appropriate resources beyond the clinical screening process; education for the proper utilization of health and Medicaid services; removal of barriers to services and resources (both HealthCheck primary care and non-Medicaid related); and linkage of the recipient to a primary care physician and dentist for all future health care.

The Division of Health Care Financing will periodically provide a targeted list of HealthCheck eligible children for the agency's service area. The list includes the name, MA ID number, beginning date of eligibility, complete address and telephone number. The confidentiality of the targeted list must be strictly safeguarded, as required by federal regulations (45 CFR 205.50). The list will be updated periodically, but should not be considered proof of eligibility. Only the Medicaid Card is used for the purpose of verifying recipient eligibility for Medicaid benefits. All MA eligible recipients on this list must be questioned to determine if they are in need of a screening based on the periodicity schedule.

Outreach and Case Management agencies utilize their local resources, initiative, and skills to market and promote services in their communities. These efforts should focus on outcomes and continuation of preventive services during the child's stages of growth and development that will improve the health status of the child. Case Management efforts should strive to ensure that children receive the necessary diagnosis and treatment services for conditions detected during health examinations. Case Management must also attempt to link recipients to a primary care physician and dentist for future on-going care. Agencies are encouraged to case manage the entire family, not merely individuals.

HEALTHCHECK PROGRAM OVERVIEW

The HealthCheck (also known as EPSDT) Program delivers preventive health services to MA eligible children to improve their health status. The services are provided under Wisconsin's Medicaid program and consist of a physical exam, health history, diagnosis and necessary treatment, as well as continuing preventive services.

The Central Notification System is designed to meet Federal Informing requirements. The county Social Service Agencies meet face-to-face informing requirements by distributing the HealthCheck Informing letter to all newly certified and reinstated Medicaid program clients under age 21 years, and caseheads with children under age 21 years.

Central Notification System (CNS)

The annual notification requirements are met by the CNS monthly mailing of informational materials to a selected subset of MA clients inviting them to participate in the program. Clients may elect to receive HealthCheck services from their family physician or, if none is available, from their local outreach and case management provider, and may request assistance by a telephone call to the HealthCheck "hotline."

Recipients who are referred by the HealthCheck telephone "hotline" shall be screened within 60 days of their request, unless the recipient refuses services. Recipients with screening referrals should have referrals satisfied within 60 days of the date of screening.

The CNS records all client requests for services and distributes their names and addresses to the appropriate local HealthCheck Screening and Outreach and Case Management Provider.

Recipients who request transportation assistance may be referred to their county Departments of Social Services, or other local resource. County Departments of Social Services must provide transportation assistance when requested.

The referrals for necessary diagnosis and treatment services shall be provided by the screening agency, as specified in Wisconsin Administrative Code HFS 105.37(2)b.3. All children beginning at age 3 years should be referred to a Wisconsin Medicaid program dentist unless they report dental care during the previous 6 months where a dentist is available.

HealthCheck

HealthCheck is Wisconsin's Early and Periodic Screening Diagnosis and Treatment Program (EPSDT). It is comprehensive preventive health screening for children through the age of 20 who are on Medicaid. HealthCheck calls for early and periodic screenings. The maximum number of comprehensive screens allowed is based on recommendations from the American Academy of Pediatrics:

- | | |
|---|-------------------|
| ➤ Birth to first birthday | 6 screenings |
| ➤ First birthday to second birthday | 3 screenings |
| ➤ Second birthday to third birthday | 2 screenings |
| ➤ Third birthday to twenty-first birthday | 1 screen per year |

Comprehensive Screening Examinations

A provider must assess and document all the following components for Wisconsin Medicaid to recognize it as a HealthCheck screen:

- ✓ A comprehensive health and development history
- ✓ A comprehensive unclothed physical exam
- ✓ An age-appropriate vision screen
- ✓ An age-appropriate hearing screen
- ✓ An oral assessment plus direct referral to a dentist beginning at age three
- ✓ Appropriate immunizations, and
- ✓ Appropriate laboratory tests

HealthCheck “Other Services”

Wisconsin Medicaid must pay for medically necessary medical services to “correct or ameliorate a physical or mental condition,” identified through a HealthCheck screen, even if that service is not normally covered. In Wisconsin, we call this HealthCheck “Other Services.” Wisconsin

Medicaid has anticipated several potential areas of service that may be needed to meet this requirement, including intensive in-home psychotherapy, adolescent day treatment, certain dental services and otherwise non-covered over-the-counter medications.

Prior authorization is necessary for most of these services. They must meet all the following criteria:

- √ The child must have received a comprehensive HealthCheck screening within one year prior to the request.
- √ The service must be allowed as a medical service.
- √ The service is medically necessary and reasonable.
- √ The service not a covered service under the current Medicaid program.
- √ The requested service may be approved only if no covered service is appropriate to treat the condition.

How to Become a HealthCheck Provider

Medicaid-certified primary care physicians a certified pediatric nurse, or family nurse practitioner are automatically certified for HealthCheck. Other physician specialties, physician assistants and nurse practitioners are encouraged to request certification as HealthCheck providers. Public health agencies and certain other providers, where physician supervision is available, may apply for certification as a HealthCheck agency. Interested applicants may write to Wisconsin Medicaid, at the address below, to obtain application materials:

Attn: Medicaid Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

Jim Doyle
Governor

Helene Nelson
Secretary



State of Wisconsin

Department of Health and Family Services

DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

HEALTHCHECK SCREENER AFFIRMATION

ELIGIBLE PROVIDERS

I hereby affirm that _____ is eligible for certification under Section 105.37, Wisconsin Administrative Code, as a provider of HealthCheck health assessment and evaluation services and is the following type of provider of health services:

(Check one)

- ___ 1. Physician
- ___ 2. Nurse Practitioner
- ___ 3. Outpatient hospital facility
- ___ 4. Health maintenance organization
- ___ 5. Local public health agency
- ___ 6. Visiting nurse association
- ___ 7. Home health agency
- ___ 8. Rural health clinic
- ___ 9. Indian health agency
- ___ 10. Neighborhood health center
- ___ 11. Clinic operated under a physician's supervision
Please describe the kind of clinic and the formal supervisory relationship with the Physician:

- ___ 12. Other
If you do not fit any of the categories above, which are stated in HFS 105.37 of the Wisconsin Administrative Code, but can respond affirmatively to the balance of this affirmation, you may request a waiver of the requirements of this section by following the instructions located in Section HFS 106.13.

PROCEDURES AND PERSONNEL REQUIREMENTS

As a provider of HealthCheck services, I/we shall provide periodic comprehensive child health assessments and evaluations of the general health, growth, development, and nutritional status of infants, children, and youth. Immunizations shall be administered at the time of screening if determined medically necessary and appropriate. The results of a health assessment and evaluation shall be explained to the recipient's parent or guardian and to the recipient if appropriate.

Assessments and evaluations shall be performed only by personnel who meet the requirements stated below. Documentation of meeting the requirements stated below will be maintained as part of the individual provider's personnel file and will be available for review by the Wisconsin Medicaid program. A list of the skilled medical personnel and registered nurses currently performing HealthCheck services is attached with the following information: 1) Name or description of course, 2) who gave the course, 3) month/year the course was completed. (A transcript with the information highlighted will be accepted for any individual.)

Skilled Medical Personnel

HealthCheck assessment and evaluation services shall be delivered under the supervision of skilled medical personnel within their scope of practice as allowed by state and federal law. Skilled medical personnel are physicians, physician assistants, nurse practitioners, public health nurses, or registered nurses. Skilled medical personnel who perform physical assessment screening procedures shall have successfully completed either a formal pediatric assessment or an in service training course on physical assessments.

Paraprofessional Staff

Paraprofessional staff may complete individual procedures, as allowed by law, under the appropriate supervision of qualified medical personnel.

All conditions uncovered which warrant further care shall be diagnosed or treated, or both, by the provider, if appropriate, or referred to other appropriate providers. A referral may either be a direct referral to the appropriate health care provider, or a referral recommendation submitted through the agency responsible for the patient's case management and advocacy.

Health maintenance organizations and prepaid health plans providing HealthCheck services shall meet all requirements of 42 CFR 441.60, in addition to the requirements under subds. 1 to 3.

RECORDS AND DOCUMENTATION

As a provider of HealthCheck services, I/we shall:

Complete an individual health and developmental history for each client and maintain a file on each client receiving HealthCheck services. This file will include a copy of the health and developmental history and follow-up for necessary diagnosis and treatment services.

SKILLED MEDICAL PERSONNEL AND REGISTERED NURSES

Name_____ Type of Provider (MD, PA, NP, PHN, RN)_____

Course_____

Given by_____ MO/YR Completed_____

Name_____ Type of Provider (MD, PA, NP, PHN, RN)_____

Course_____

Given by_____ MO/YR Completed_____

Name_____ Type of Provider (MD, PA, NP, PHN, RN)_____

Course_____

Given by_____ MO/YR Completed_____

Name_____ Type of Provider (MD, PA, NP, PHN, RN)_____

Course_____

Given by_____ MO/YR Completed_____

Name_____ Type of Provider (MD, PA, NP, PHN, RN)_____

Course_____

Given by_____ MO/YR Completed_____

Name_____ Type of Provider (MD, PA, NP, PHN, RN)_____

Course_____

Given by_____ MO/YR Completed_____

Name_____ Type of Provider (MD, PA, NP, PHN, RN)_____

Course_____

Given by_____ MO/YR Completed_____

I/we shall release information on the results of the health assessment to appropriate health care providers and health authorities when authorized by the patient or the patient's parent or guardian to do so.

Affirmation

I hereby affirm that, to the best of my knowledge, all of the above are true representations and that the qualification of newly hired personnel will comply with the above requirements.

Signed:_____

Date:_____

(Printed Name/Title)

(HealthCheck Provider)

(Provider Street Address)

(City/State/ZIP)

“The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services.”

Wisconsin Medicaid Program
HealthCheck Outreach Case Management Plan
For _____ County

“The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purpose directly related to the Medicaid program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services.”

<hr/> Name of Agency	<hr/> Agency Director
<hr/> Address	<hr/> Signature
<hr/> City State Zip Code	<hr/> Date
<hr/> HealthCheck (EPSDT) Provider Number (If assigned)	<hr/> Phone Number

I. Background Data

- A. Geographical Area to be Served (List by County, Municipality or Similar Designation, include ZIP codes, if known):

- B. Target Population

Describe the population group(s) upon which outreach activities will be focused. Specify characteristics used to identify the group(s) as appropriate, including:

1. Age, and/or Household Status.
2. Linguistic Affiliation/(non-English speaking barriers).
3. Physical and/or Emotional Handicap(s).
4. Barriers to Medical Care Access such as physician distance, lack of provider access, non-use of care.

C. Similar Agency Responsibilities

List other programs operated by your agency which serve similar group(s). Briefly describe your agency's scope and duration of participation in kindred material child health, preventative medical initiatives, education, or social services.

Name/Description of Activity

D. Coordination

Briefly describe methods, procedures, and arrangements which shall be used to coordinate and integrate HealthCheck case management activities with:

1. HealthCheck screenings with outside providers.
2. Inhouse preventive/child health activities.
3. Other outreach/case management agencies in your geographic area.

E. Referral Sources

The following are considered basic referral sources for outreach case management in your community. Please identify the name, address, and phone number of the following resources. If more exist, please indicate – attach an extra page if necessary. (Case management agencies are expected to make referrals.)

Women, Infants and Children Program (WIC):

Material and Children Programs (MCH):

Head Start:

Family Planning:

Teen (or school-based clinics):

Medicaid certified physicians (indicate number used for referral only):

Medicaid certified dentists (indicate number used for referral only):

Employment Programs (JTPA, WEOP, etc.):

County Protective Service Agency:

Domestic Abuse Agency:

Mental Health and Alcohol/Drug Abuse Agency:

Translator and Interpreter Services:

Developmentally Disabled Child Service Programs:

Vocational Rehabilitation Program:

Low Income Day Care Programs (not Head Start):

II. Case Management Activities

A. Case Management to Screening

Describe methods and techniques which shall be utilized for recipient access and HealthCheck participation. If different techniques and methods are to be used with different groups, identify methods for each group.

B. Case Management Referrals

Describe methods and techniques which shall be used to assure recipients access and follow up to all referral sources.

C. Scheduling

Describe methods, techniques, contacts and tactics which will be used to offer and provide, when requested, assistance with scheduling appointments and transportation for all HealthCheck related services (screening, diagnosis, treatment, dental, other services, e.g., mental health, etc.) and language problems of the hearing impaired and those with limited English speaking abilities.

D. Documentation

Describe how case management will be documented, including identification of all targeted “in-need” recipients, and where these records will be maintained.

E. Freedom of Choice

How do you assure recipients have freedom of choice to select a screening provider?

F. General Outcomes

What will this plan accomplish (results). How many eligibles do you estimate to outreach case manage? What percentage of those provided outreach case management do you estimate will receive screening services from your agency?

G. What are your procedures for ensuring that your HealthCheck services do not duplicate any care by other local health care or case management providers (e.g., physicians, WIC, etc.).

H. What provision does your agency have to ensure that no conflict of interest by provider staff or board members occurs?

I. What are your procedures for educating recipients about the health care system, how to responsibly use Medicaid services, and utilize various local community resources (e.g., WIC, Head Start, employment, day care, etc.).

J. How do you keep other local health and social service providers aware of your HealthCheck services? How does your agency remain knowledgeable of local community resources for Medicaid recipients?

Jim Doyle
Governor

Helene Nelson
Secretary



State of Wisconsin

Department of Health and Family Services

WISCONSIN MEDICAID PROGRAM AGREEMENT

State of Wisconsin

Department of Health and Family Services

HealthCheck Outreach and Case Management Services

DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

The State of Wisconsin, Department of Health and Family Services, hereby enters into agreement with

(Agency Name) _____,

a HealthCheck (also known as the Early Periodic Screening, Diagnosis and Treatment [EPSDT] program) screening agency to provide HealthCheck Outreach and Case Management services under Wisconsin's Medicaid Program, subject to the following services under Wisconsin's Medicaid Program, subject to the following terms and conditions:

1. The agency shall provide HealthCheck Outreach and Case Management services in accordance with the HealthCheck Case Management Plan submitted to, and approved by, the Department.
2. The Agency shall comply with all federal laws related to Title XIX of the Social Security Act and State law pertinent to Wisconsin's Medicaid Program, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, and as may be amended.
3. The agency shall assure that no conflicts of interest occur. Neither agency personnel nor the Board of Directors shall receive any benefit due to their actions or decisions on internal agency operations. The agency Board of Directors shall adopt policies which prevent members with potential conflicts of interest from participating in board decisions which may result in a benefit to them.
4. The agency shall assure that no duplication of health care occurs when Case Management activities link recipients to HealthCheck services within the limits of the periodicity schedule. If recipients have received a hematocrit (blood test) via eligibility screening for the Women, Infants and Children Supplemental Nutrition Program (WIC) within the limits of the child's next scheduled HealthCheck exam, Case Management providers shall not duplicate the test. If the recipient has received HealthCheck screening services within the limits of the next scheduled HealthCheck exam, the agency shall not arrange for a screening of the recipient.
5. The agency shall forward copies of HealthCheck screening results when the recipient identifies a Primary care physician. The agency must obtain a release of recipient

information, by the recipient's signed approval, for purposes of forwarding patient information.

6. The Department shall reimburse the agency for Outreach and Case Management services provided under the program in accordance with the Terms of Reimbursement, as are now in effect or as may later be amended.
7. The agency shall follow all HealthCheck Outreach Case Management policies and procedures in the Outreach and Case Management Supplement to Part D (effective January 1, 1988) and as amended.
8. The agency shall attend HealthCheck, Outreach and Case Management workshops as scheduled and notified by the Department.
9. Record and documentation requirements for services rendered shall be met as specified in Wisconsin Administrative Code 105.02 and 103.37(2).

Name of Agency

Address

Telephone Number

By: _____
Signature

Name

Title

Date

(For Department Use Only)

STATE OF WISCONSIN DEPARTMENT
OF HEALTH AND FAMILY SERVICES

BY: _____

DATE: _____

THIS AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE

“The Wisconsin Medicaid Program requires information to enable the Medicaid Program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid Program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services.”

Jim Doyle
Governor

Helene Nelson
Secretary



State of Wisconsin

Department of Health and Family Services

WISCONSIN MEDICAID PROGRAM AGREEMENT

State of Wisconsin

Department of Health and Family Services

HealthCheck Outreach and Case Management Services

DIVISION OF HEALTH CARE FINANCING
WISCONSIN MEDICAID AND BADGERCARE
PROVIDER SERVICES
6406 BRIDGE ROAD
MADISON WI 53784

Telephone: 800-947-9627
608-221-9883
dhfs.wisconsin.gov/medicaid
dhfs.wisconsin.gov/badgercare

The State of Wisconsin, Department of Health and Family Services, hereby enters into agreement with

(Agency Name) _____,

a HealthCheck (also known as the Early Periodic Screening, Diagnosis and Treatment [EPSDT] program) screening agency to provide HealthCheck Outreach and Case Management services under Wisconsin's Medicaid Program, subject to the following services under Wisconsin's Medicaid Program, subject to the following terms and conditions:

1. The agency shall provide HealthCheck Outreach and Case Management services in accordance with the HealthCheck Case Management Plan submitted to, and approved by, the Department.
2. The Agency shall comply with all federal laws related to Title XIX of the Social Security Act and State law pertinent to Wisconsin's Medicaid Program, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, and as may be amended.
3. The agency shall assure that no conflicts of interest occur. Neither agency personnel nor the Board of Directors shall receive any benefit due to their actions or decisions on internal agency operations. The agency Board of Directors shall adopt policies which prevent members with potential conflicts of interest from participating in board decisions which may result in a benefit to them.
4. The agency shall assure that no duplication of health care occurs when Case Management activities link recipients to HealthCheck services within the limits of the periodicity schedule. If recipients have received a hematocrit (blood test) via eligibility screening for the Women, Infants and Children Supplemental Nutrition Program (WIC) within the limits of the child's next scheduled HealthCheck exam, Case Management providers shall not duplicate the test. If the recipient has received HealthCheck screening services within the limits of the next scheduled HealthCheck exam, the agency shall not arrange for a screening of the recipient.
5. The agency shall forward copies of HealthCheck screening results when the recipient identifies a Primary care physician. The agency must obtain a release of recipient

information, by the recipient's signed approval, for purposes of forwarding patient information.

6. The Department shall reimburse the agency for Outreach and Case Management services provided under the program in accordance with the Terms of Reimbursement, as are now in effect or as may later be amended.
7. The agency shall follow all HealthCheck Outreach Case Management policies and procedures in the Outreach and Case Management Supplement to Part D (effective January 1, 1988) and as amended.
8. The agency shall attend HealthCheck, Outreach and Case Management workshops as scheduled and notified by the Department.
9. Record and documentation requirements for services rendered shall be met as specified in Wisconsin Administrative Code 105.02 and 103.37(2).

Name of Agency

Address

Telephone Number

By: _____
Signature

Name

Title

Date

(For Department Use Only)

STATE OF WISCONSIN DEPARTMENT
OF HEALTH AND FAMILY SERVICES

BY: _____

DATE: _____

THIS AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE

“The Wisconsin Medicaid Program requires information to enable the Medicaid Program to certify providers and to authorize pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to the Medicaid Program administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for those services.”

WISCONSIN MEDICAID ELECTRONIC BILLING GENERAL INFORMATION

Wisconsin Medicaid has several electronic billing options available for trading partners to submit electronic claims. HIPAA compliant Software is available at no cost for submitting claims to Wisconsin Medicaid except for retail pharmacy services. For further information, or to order free software refer to:
dhfs.wisconsin.gov/medicaid9/pes/pes.htm or contact the Provider Services at 1-800-947-9627 or the EDI Department at 608-221-9036.

ELECTRONIC METHODS FOR SUBMITTING MEDICAID CLAIMS

- Provider Electronic Solutions (PES) – Wisconsin Medicaid HIPAA Compliant Free Software
 - 837 Institutional
 - 837 Professional
 - 837 Dental
 - 997 Functional Acknowledgement
 - 835 Health Care Payment Advice
- Cartridge - Providers with the capability to create their claim information on 3480, 3490 or 3490E cartridge can submit those tapes to Wisconsin Medicaid in the HIPAA compliant formats.
- RAS/Internet – Allows providers to send their data files to Wisconsin Medicaid using a direct RAS connection or Web Browser.
- Third Party Biller – Providers have the option of purchasing a billing system or contracting with a Third Party Biller, to submit their claims.